

# Curriculum Vitae

Name: Abdul Raouf ZIA  
Father's Name: Abdul Salam  
Date of birth: 04 June 1970  
Place of birth: Kabul, Afghanistan  
Nationality: Afghan  
Marital status: Married  
Number of Children: One (Son)

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## **Present Address:**

C/O  
ACBAR Peshawar Office:  
University Town, 2-Rahman Baba Road  
U. P.O. Box 1084, Peshawar, Pakistan  
Tel: 45316 / 44392 / 40839  
Fax: 840471  
E-mail: aric@brain.net.pk  
raouf\_zia@yahoo.com  
Mobile: 0300-5902855

## **Permanent Address:**

First Part of Khair Khana  
Ariana-Wat  
Kabul-Afghanistan

## **Objective**

After 3 years teaching English in Perfect and Arian English Language courses, five years experience with Ministry of Telecommunication, government of Afghanistan, 3 years with Afghan Red Crescent Society, 4 years with Agency Co-ordinating Body for Afghan Relief and some other small organisations, I am seeking a job which would build my skills and qualifications whilst best utilising my current experiences.

## **Employment Experience**

**01 July 2001 to date**

**Manager, ARIC (ACBAR Resource and Information Centre), Peshawar**

### **Main responsibilities:**

- To supervise the operation of library systems, including manual and automated systems, cataloguing and classification, referencing and user systems
- To supervise the operation of ABLE (ARIC Box Library Extension) and Peshawar High Schools Project Library including new books publication through the ABLE

Editorial Board and identifying locations/partners for new libraries

- To maintain updating ARIC website including uploading updated catalogue as well as monthly bulletin
- To plan the development of library acquisitions in line with the ARIC work-plan, indicating a prioritised listing for acquisitions
- To liaise with other agencies, vis-à-vis receiving publications, bibliographic co-operation and the dissemination of information
- To supervise the production of bulletins, information sheets and special reports issuing from ARIC
- To prepare proposals/concept papers for ARIC long and short-term activities including capacity building programmes, purchase of new acquisitions and office supplies
- To produce progress and final reports of any donations/grants given to ARIC including ABLE and School Project

**15 March – 01 July 2001**

**In-Charge Administration Officer, ACBAR Main Office, Peshawar**

**Main responsibilities:**

- To compile monthly summaries of material, fuel usage, including vehicle maintenance and repair and liaise with the Finance Department to arrive at actual costs involved
- To ensure that all employees are issued with appropriate contracts
- To supervise all actual small scale purchases and undertake purchase of stationery in bulk, office equipment and furniture
- To provide administrative support for the General Assembly and other official meetings; to arrange appropriate locations for meetings and workshops in consultation with concerned parties
- To supervise all administrative and support staff, preparing monthly work schedules and ensuring proper performance of duties of said staff

**01 December 1998 to 15 March 2001:**

**Programme Officer, ACBAR Main Office, Peshawar**

**Main responsibilities:**

- To programme and facilitate different Sub-Committee and sectoral co-ordination meetings for all NGOs and other stakeholders within the Assistance Community working for Afghanistan.

- Preparing/drafting minutes of the co-ordination meetings and reports of any workshops or other similar events in consultation with the Chairs and facilitators.
- Acting as a liaison officer between NGOs and local authorities in different regions when required. Developing common strategies within the NGO community with a purpose to improve the aid process in different sectors, in order to ensure that a positive impact is achieved, by NGOs intervention in various sectors.
- Arrangement of the regional Co-ordination Meetings inside the provinces in order to establish and strengthen an information sharing-mechanism among the aid organisations at the regional level as well as with the provincial authorities.
- Arrangement of workshops or any similar occasions, inside and outside Afghanistan in consultation with the concerned aid agencies and provide secretariat support during the events.
- Acting as an interpreter for expatriate member of any sister organisation in meetings or similar event with local government authorities.
- Providing INGOs with proper and necessary information in relation to their project commencement to avoid overlapping the activities with other assistance organisations, providing guidance for new INGOs in regards to registration with the Government Departments to establish their initial contacts with the authorities.
- Attending all meetings held in the ACBAR Office or other organisations, taking minutes of meetings organised by ACBAR or other organisations, preparing accounts of events to Programme Manager or Executive Director.
- Chairing a number of meetings held in ACBAR by default.
- Handling the office activities in the absence of the Programme Manager and fulfilment of some additional managerial work if required.

**Additional responsibilities:**

- Travelling to different Provinces in Afghanistan in order to collect/update information for the ACBAR “Database of NGO Activity” and “Directory of Humanitarian Agencies Working for Afghanistan”.
- Preparing and editing “ACBAR News Summary “ on a monthly basis.
- Voluntarily working as an editor for Hazarajat Assistance Newsletter from May 2000 till February 2001. This publication was funded by UNOCHA (Bamyan UNRCO) and implemented by an Afghan NGO (Ertibat).

**23 – 26 April 2001:**

**Report Writer, Water and Sanitation Sector Group for Afghanistan**

- Under a temporary contract with DACAAR, I was assigned to attend a workshop on Community-based Drinking Water Supply System for Afghanistan on 24 – 25 April in Kabul. I was tasked to collect records of proceedings of the workshop and prepare a report of the workshop.

### **3 - 17 February 2001:**

#### **Local Consultant, UNICEF Country Office, Afghanistan**

- As a local consultant, under a short-term contract, I was assigned to assist the Hygiene Education Working Group in co-ordination of a follow up workshop in Kabul. My main tasks were to facilitate the sessions during the workshop and collect records of proceedings of the workshop. I also prepared the workshop report and finalised the policy guidelines for Hygiene education programmes in consultation with members of HEWG.

### **8-9 May 2000:**

#### **Organiser, Human Resource Development Workshop**

- I organised the HRD workshop. I partook in all discussions relating to HRD aspects and was assigned to follow-up decisions made at the end of workshop. I actively participated in drafting/finalising formats – Job Description, Salary Structure, Appraisal Forms – Training Preparedness Steps, HRD Planning Guidelines.

### **15 June - December 1998:**

#### **Assistant Programme Officer, ACBAR Kabul Office**

- The main objective of my role was to assist the Programme Officer with respect to programming and facilitating different sectoral co-ordination meetings for the NGO Community and other stockholders within the Assistance Community in Kabul City and the adjacent provinces in close collaboration with colleagues from other Aid Organisations based in Kabul.
- Arrangement of the regional Co-ordination Meetings inside the provinces in order to establish and strengthen an information sharing-mechanism amongst the aid organisations at the regional level as well as with the provincial authorities.
- Consolidation of the NGOs activity reports and records, preparing daily, weekly and monthly reports of the office activities to the Programme Officer, Co-ordinator and the Executive Director of ACBAR, assisting the Co-ordinator in resolving a number of security problems that NGOs have been faced by the Security Departments.
- Attending all meetings held in the ACBAR Office or other organisations, taking minutes of meetings organised by ACBAR or other organisations, preparing accounts of events to the Co-ordinator or Executive Director.
- Monitoring the ACBAR Daily News Update, translation of letters received from the different sources.
- Assisting the Chairs of the ACBAR sectoral co-ordination meetings.

### **June 97-15 June 98:**

**Radio Operator/News Writer, ACBAR Kabul Office**

- Establishing proper communication liaison within the Aid Community based in Kabul as well as the ACBAR security members for 24 hours.
- Listening to radios (BBC, Voice of America and Radio Iran), preparing ACBAR Daily News Update on Afghanistan.
- Looking after outgoing and incoming mail pouches and delivering the incoming mails to the relevant addressees.
- Reporting any security incidents encountered by the ACBAR Security Members. Helping the Co-ordinator in regards with the resolving of the problems.
- Making radio contacts with ACBAR missions inside and outside Afghanistan on daily basis.
- Attending meetings and taking minutes, if needed.
- Looking after billing system.

**April 95 - 10 June 97:****Computer Operator and Interpreter, Afghan Red Crescent Society (ARCS) Headquarters, Kabul**

- Computerising the relating documents and making proposals to donors for new projects in the Society. Preparing monthly reports as well as the project activity report to donors and to the relevant authorities.
- Attending meetings, seminars and training courses organised by stakeholders (ICRC and IFRCS) and other agencies.
- Taking part as a translator in meetings of the ARCS President and Secretary General and other ARCS board members with stakeholders. Travelling as a translator with any of board members of the ARCS to overseas.
- Working as a Liaison Officer between ARCS, IFRCS and ICRC departments.

**1990 - 1995****Employee at Radio Terminal Department, Ministry of Telecommunication**

- Making radio contacts at provincial level with relevant stations and facilitating a proper communication system for clients.
- Delivering and receiving telexes, messages and official letters via radio and other communicational systems.

**January 95- March 97:**

As an English Teacher in different private courses in Peshawar-Pakistan and Kabul-Afghanistan.

**Education:**

<b>May 2001 to date</b>	EMBA, Project Management undergraduate, Preston University, Peshawar
<b>1988-1991:</b>	Faculty of Literature, Kabul University, Kabul-Afghanistan
<b>1985-1990:</b>	Telecommunication Training Centre, Kabul-Afghanistan
<b>1977-1985:</b>	Primary, secondary and high schools education in Kabul.
<b>1993-1995:</b>	Following English Language Programme and Teacher Training Programme in Peshawar-Pakistan.
<b>1994:</b>	Computer Training Courses

**Workshops/Seminars:**

<b>8-9 May 2000</b>	Human Resource Development Workshop, organised by ACBAR with financial support from Save the Children Alliance at Save the Children – Sweden, Peshawar
<b>21-24 Feb &amp; 11-13 March 2000</b>	Hazarajat Regional Rehabilitation Workshop, organised by UNOCHA at Sun Fort Hotel, Lahore and Shelton Guest House, Peshawar
<b>4-5 January 2001</b>	Peace Building Workshop, Organised by CPAU at Ravioli Guest House, Peshawar

**Computer skills:****Word-processing:**

Microsoft windows Ver 3.1, 3.11  
FoxPro 2.6  
MSAccess 98  
FrontPage, Internet Explorer  
Microsoft windows Ver 2.0, 6.0 and Word 97 & 98, Web Site  
Word-perfect 5.1, 6.1 and Word-perfect for Windows

**Spread sheets:**

Microsoft Excel

**Languages:**

Dari	Fluent
Pashto	Fluent
English	Fluent
Urdu	Fair
French	Fair

**Additional skills**

- Website designing and maintenance
- E-mailing skills
- Report writing skills
- Proposal writing skills

- Administration skills
- Financial skills
- Communication systems usage skills
- Programming VHF and H.F. Radios
- Knowledge of Sitor, Pactor, Mestor machines and inter-net system
- Driving skill (holding national driving licence)
- Office filing system skills
- Usage of the International Alphabets for transmitting the messages to other destinations.

#### **Travels:**

##### **Inside Afghanistan:**

Herat, Kandahar, Logar, Wardak, Paktia, Nangarhar, Nooristan, Bamyan, Balkh and Ghazni Provinces

##### **Overseas:**

Nov. 1997 - Dec. 97	Seville-Spain, IFRCS General Assembly
1996	Pakistan (several times) for training courses

##### **References:**

1. Nancy Hatch Dupree, **ARIC/ACBAR**, Senior Consultant
2. Dr. Kerry Jane Wilson, **DACAAR**, Programme Manager
3. Michael Semple, **Bamyan UNRCO**
4. Eng. Abdul Rahim, **NAC**, Programme Advisor